

Village of Brooklyn

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Personnel Committee Agenda

Village Hall

May 13, 2014

5:30 PM

Village Hall @ 210 Commercial St.

Call meeting to order

Approve committee minutes of April 14, 2014.

Final Approval of Directives to Improve PD Documentation and Communication

Convene to closed session Pursuant to Wis Stats 19.85 performance evaluation of public employees.

Reconvene to open session.

Discuss department head performance evaluation schedule

Discussion on creating social media and electronic devices usage policy

Future agenda items:

- Review draft of revised Chapter 7 Employment Manual re: Biohazardous Risk Protocol
- Develop safety program for occupational hazards for employees—assessment phase
- Procedure for use of the authorization of release of/request form related to hiring employees—
12/4 agenda
- Assistant Public Works Director job description update
- Laborer job description

Review time sheets and discuss overtime

Adjourn

Posted: April 12, 2014